



# Judicial Council of Georgia

## Administrative Office of the Courts

### JOB ANNOUNCEMENT

#### Security Analyst I

<b><u>Recruitment Period:</u></b>	Submit Resume and Cover Letter by <b>October 30th, 2022</b>		
<b><u>Number of Positions:</u></b>	1 (One) position	<b><u>FLSA Status:</u></b>	Exempt
<b><u>Hiring Salary:</u></b>	\$50,000 - \$60,000	<b><u>Position Location:</u></b>	Fulton County, GA

#### **Job Summary**

Acting under the supervision of a senior team member, this position examines information to help identify risks and threats then recommends and helps implement strategies to stop those threats from adversely affecting the agency's network or property. In this role, you will work under a senior team member to develop your skills and learn more about the tools and techniques used to be more effective in your job.

To be successful in this role a candidate must possess excellent customer service, observation, communication skills, and acute attention to detail. The candidate must be able to effectively solve problems with limited direction. The candidate must demonstrate proficiency managing systems and preventing threats.

#### **Job Responsibilities and Performance Standards**

- Actively monitors and supports internal and external infrastructure systems (Incident & Problem Management), liaising with colleagues as necessary
- Compiles comprehensive audit reports identifying potential risks / threats
- Reports on Key Performance Indicators (KPIs) in relation to governance, compliance, and regulation; ensures thorough and accurate reporting to relevant stakeholders
- Advises and supports IT with defining specific information security controls and policies
- Lead the security awareness program and ensure all staff achieve regular completions
- Assists with security assessments in relation to projects and change management
- Maintain the threat and information risk register and recommend the appropriate remediation
- Develop general and detailed documentation describing system specifications and operating instructions
- Ensure infrastructure, applications, and data security/privacy controls are maintained in compliance with department and regulatory policies
- Participate as a member of the Service Desk support team resolving client-side issues as and when needed
- Develop appropriate project related documentation/business cases. Implement projects in accordance with policy ensuring the identified goals and objectives are delivered on time and within budget
- Procure IT related resources in line with company policy and ensure accurate record of assets is maintained
- Support business continuity processes (backups, replication, etc.) through continued documenting and testing of infrastructure environment

- Liaising and maintaining appropriate relationships with third party vendors and customers
- Help staff with use of the company systems, providing training where necessary
- Responds to internal and external inquiries and requests for security support while providing direct assistance and issue resolution to security incidents and threats across the agency's infrastructure.
- Collaborates with other I.T. staff to develop and improve the creation and maintenance of supporting documentation.
- Monitors and utilizes an enterprise helpdesk ticketing system to effectively communicate with other team members and clients.
- As assigned, directly assists or supports other I.T. projects and initiatives.
- Fosters innovation by continuing to familiarize themselves with new trends, technologies, and best practices relevant to their role.

#### **Minimum Skills, Training, and Experience**

- CompTIA Security+, CASP+, CySA+ certification or equivalent
- Certified networking credential (CompTIA Network+, Cisco CCNA) or equivalent
- 1 or more years of experience managing an endpoint security solution
- Strong problem-solving abilities
- Familiarity with common I.T. protocols, technologies, and systems
- Thorough understanding of Microsoft Windows 10 and Microsoft Office applications
- Experience with an enterprise directory (e.g., Azure Active Directory)
- Excellent interpersonal and customer service skills
- Possess the ability to communicate complex and technical concepts to a non-technical, general audience

#### **Preferred Qualifications**

- A 2 or 4-year undergraduate degree from an accredited college or university
- Experience with cloud or IaaS solutions (e.g., AWS, Azure, Office 365, GCC)
- Experience with mobile device management (MDM)
- Experience with other operating systems, like GNU/Linux, OSX

#### **To Apply:**

Send your resume and cover letter, in **.pdf** format, to [resume@georgiacourts.gov](mailto:resume@georgiacourts.gov). Resumes submitted after **5:00PM (Eastern)** on **October 30th, 2022**, will not be considered.

Subject line must include: **Security Analyst I, IT Division Additional**

#### **Information:**

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process.

Applicants who require accommodations for the interview process should contact [resume@georgiacourts.gov](mailto:resume@georgiacourts.gov) or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.